PHRST 9.1 Upgrade
Employee Self-Service Changes

On October 22, 2012, Employee Self-Service will be upgraded from PHRST v8.9 to PHRST v9.1. Below are important dates regarding the ability to view payroll (ePay) and benefits (eBenefits) information online during the upgrade.
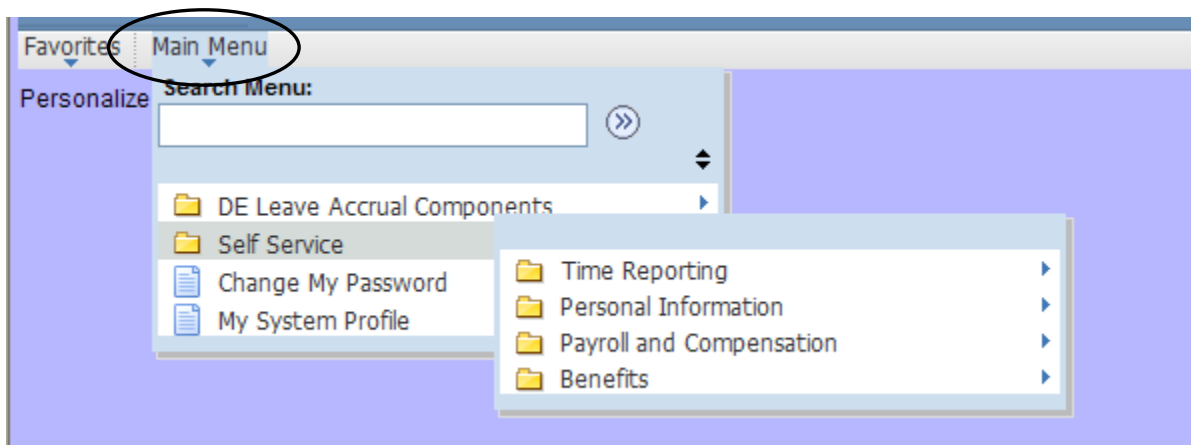
System Down For PHRST Employee Self-Service Upgrade

✓ Employee Self-Service will NOT be available starting 4:30 p.m. on October 19th, October 20th and October 21st.
✓ Employee Self-Service will be available on October 22nd.

Employee Self-Service Changes

Navigation

Menu navigation has changed to "breadcrumbs." Click Main Menu at the top of the page to navigate to all Self-Service pages.

Time Reporting (Time & Labor Self-Service Employees Only)

- Time Reporting and Punch Timesheet links have been removed from the Timesheet.
- For employees with multiple self-service Time & Labor jobs, click the *Job Description* link of the record to be updated.

Personal Information

There are no changes.

Payroll and Compensation

- In v8.9 when selecting View Paycheck, your current paycheck is displayed. In v9.1, a list of available checks by Check Date will be displayed.
- Select the *Check Date* link of the paycheck to be viewed.
- Select the *View All* link to see the list of all paychecks available for viewing.

Benefits Summary

- In v8.9, Dependent/Beneficiary Relationships were gender-specific (i.e., daughter, son, sister, brother, niece, nephew, grandmother, grandfather). In v9.1, they are consolidated into **Relationships** and updated to a genderless-specific value. For example, Daughter' now has the value of 'Child,' and 'Brother' has the value of 'Sibling'.
- Eligible enrolled Dependents with a Relationship of 'Niece' or 'Nephew', are changed to 'Recognized Child'.
- All other Dependent/Beneficiaries with a Relationship of 'Niece' or 'Nephew' are now 'Other Relative.'